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Chief, Reference Center, AAM

28 April 1948

Acting Chief, FBIB

INM Coding of FBIB Daily Reports

1. In pursuance of informal proposal that FBIB undertake to place index code numbers on articles during their preparation for publication in FBIB Daily Reports, experiments have been conducted to determine the feasibility of having individual Daily Report editors (a) place code numbers on each item prior to publication or (b) code the Reports immediately after publication.

2. It was found that (a) the sharp concentration of editorial attention required by the FBIB schedule of deadlines and (b) the daily shifting of area assignments to meet staff shortages and varying area work-loads preclude the possibility of maintaining satisfactory standards in an indexing operation so decentralized as a by-product to some thirty individuals. It is believed that dependability and consistency of the index would be sub-standard, and that no overall economy would be effected.

3. FBIB is willing to explore the advisability of an adjustment in table of organization to provide one or more employees specifically charged with code-indexing Daily Reports under the guidance of Chief, Editorial Division and in consultation with individual Daily Report editors.



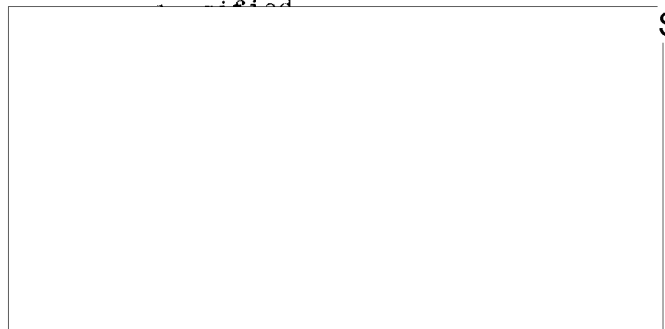
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CC: Chief, Editorial Division
CC: Chief Liaison Officer



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